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30 JAN 1981

MEMORANDUM FOR: Acting Deputy Director for Administration

FROM: James H. McDonald
Director of Logistics

SUBJECT: Impact of Hiring Freeze on the Office of Logistics

1. The current hiring freeze will exacerbate some long-standing staffing problems in the Office of Logistics. Of particular concern is the shortage of engineers, couriers, and logistics/supply officers. For example, in our Real Estate and Construction Division we are authorized 23 engineers/architects and technicians; we are 7 below strength.

[redacted] 25X1

[redacted] New major pro-
jects such as the multimillion dollar [redacted] expansion,
[redacted] construction, [redacted] design, 25X1
[redacted] undertaking of domestic field office leasing, and increased 25X1
[redacted] contracting are imposing an extraordinary
work load on our presently understaffed engineering resources. Ongoing strategic planning initiatives to enter into a major building consolidation program at Headquarters, to undertake maintenance and operations function from GSA, and to provide more effective engineering support to the field will require even more engineering and technical resources. As a minimum, we need 7 engineers/technicians just to continue to meet current needs, needs that are primarily in support of important operations. (U)

2. The courier situation is one that we have brought to the attention of the Director of Personnel Policy, Planning, and Management on several occasions. The attrition rate is such that we can never get up to full strength. We generally hover just around the critical level of [redacted] 25X
To provide an idea of the problem we have with couriers, we entered on duty approximately 27 during CY-80, and we still aren't at strength. We are authorized [redacted] personnel, 25X
currently have on duty [redacted] and will be at [redacted] (critical) by 25X

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the end of February when 5 scheduled transfers to other offices are effected. Our couriers support over 90 internal and external mail runs serving 683 delivery/pickup points. They carry all kinds of classified material, including Top Secret and Codeword, which requires that two persons accompany such material [redacted]. Courier services range from routine internal pickup/delivery to external service to [redacted] to the Capitol to pick up the Congressional Calendar for OLC, [redacted] twice a week for SE Division, etc. Attachment A is a 29 June 1980 memorandum from the Chief, Logistics Services Division, showing the 25 additional courier requirements added between June 1977 and June 1980. Without new couriers entering on duty, we would not be able to continue all essential services. (S)

25X

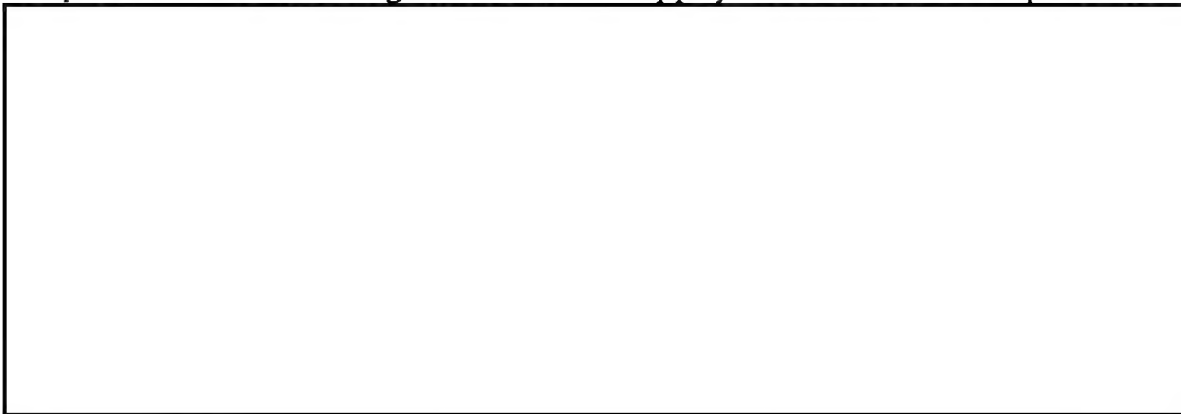
25X

25X

3. The problem in the logistics/supply officer area is one that has developed during the past year. We have had a large number of "supply" retirements (18 for FY-80, 5 for FY-81) plus a large number of new requirements, including several to meet operational needs in the Near East Division/DDO and several in the Special Collection Division/OSO. We currently have pending requests from FBIS, OTS, OC, Combined Support Staff/DDO, and OTE. (U)

4. Attachment B is a list of new requirements levied on this Office in the past 12 months. In addition to the problem of providing personnel to fill these permanent positions, there has been a tremendous increase in the TDY requirements for engineers and supply officers. At present

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5. We currently have 8 engineers and 5 supply officer trainees whom we have submitted to OPPPM to put in process. It has taken much persuasion, salary negotiation, and overall recruitment effort to get these applicants. The recent hiring freeze devastates many months of effort to hire time-perishable assets. If we cease hiring and have to start over again, it will be at least a year before we can expect to actually enter on duty anyone in a "hard-to-get category," such as engineers. We, therefore, request an exception to the hiring freeze for engineers/architects/technicians, couriers, and logistics officer trainees. (U)

25X

for James H. McDonald

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